Keio University
Graduate School of Media and Governance

Master's Program / Doctoral Program Application Guidebook 2019

Application Period I
(for those seeking admission in September 2019 or April 2020)

Application Period II
(for those seeking admission in April 2020 or September 2020)

Admission Web Entry System at the website below:

https://entry.sfc.keio.ac.jp/gao_admission/
(Please refer to p.6 for Application Guidebook Number)

The following guidelines are designed for those who wish to enroll in the Master's Program / Doctoral Program at the Graduate School of Media and Governance.

Information about Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies is published separately. Please refer to the following SFC website:
https://www.sfc.keio.ac.jp/gsmg/en/admissions/master/recommendation.html

All correspondence concerning admissions to the Graduate School of Media and Governance should be addressed to: **Admissions Office of the Graduate School of Media and Governance**
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Email: gao-request@sfc.keio.ac.jp

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The Management of Personal Information at Keio University

Personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and the admissions process will be used in various departments at Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Screening, communicating, and carrying out procedures for scholarship programs, the RA system, and Research Associates (Non-tenured) (Part-time),
3. Enrollment procedures,
4. Administering, communicating, and carrying out procedures concerning academic affairs,
5. Administering, communicating, and carrying out procedures concerning general student life,
6. Administering, communicating, and carrying out procedures concerning the use of university facilities and equipment,
7. Conducting communications for soliciting donations, school bonds, and recruiting members for the Iji-kai (Support Group) and the Keio Card,
8. Sending various documents to students and guarantors and carrying out other communications with them,
9. Sending documents to individuals related to the Mita-kai (alumni associations), and
10. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University receives from individuals (the minimum necessary) may be provided to them.

In principle, Keio University does not disclose the personal information of individuals to third parties. In exceptional circumstances, the personal information of an individual or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other urgency arises and the permission of the individual concerned cannot be obtained. In addition, personal information data will be statistically processed to ensure the applicants' anonymity and used as survey and research materials for applicant selection at the University.

Special Measures Taken for Victims of Large-scale Natural Disasters

Applicants who have been affected by a large-scale natural disaster may be eligible for receiving financial support from the university depending on conditions. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

I. Three policies

A. Diploma Policy

A master's degree is awarded to students who fulfill the requirements for completion of the master's program. To fulfill the requirements, students must have been enrolled for at least the required period, earned the required credits, given a mid-term presentation, and passed their thesis defense and final examination. There is also a non-thesis track by which students can complete their degrees without writing a Master's thesis. Students who fulfill the specific requirements for each program or course receive a certificate of completion in addition.

Doctoral students are expected to formulate, plan, and develop their own projects, and apply their original results to the integrated domains of media and governance through the development of new concepts, specialized research, and new methodologies. To be awarded a doctoral degree, they must satisfy requirements regarding, among other things, the ability to use a foreign language, development of an original syllabus, the earning of credits for skill-building courses, the Thesis Proposal (presentation of a doctoral dissertation research proposal), and teaching a course appropriate to their degree. Students pursuing the career professional track may be exempt from certain requirements provided that they have appropriate professional experience. Once a student has been awarded Ph.D. candidate status, a dissertation hearing and final examination by the Academic Degree Evaluation Committee are held to determine whether the dissertation merits the award of a doctoral degree. If both the hearing and final examination are passed, a decision on whether to award a degree is then made by the Graduate School Committee.

B. Curriculum Policy

The main objective of the master's program is to produce professionals with the expertise and practical skills to identify and solve problems to meet the needs of society. The everyday locus of research activity for the Master's student is their Academic Project. The Academic Project allows students to engage in advanced research guided by multiple professors who share the same research themes and interests. Through the involvement in Academic Projects, students will not only take lectures in the conventional format, but also engage in things such as practical research, study, fieldwork, and internships.

The aim of the doctoral program is to train researchers, educators, and other specialists in advanced expertise, accurate reasoning skills, and ample originality. The curriculum is built around research and dissertation supervision. Like the master's program, the everyday locus of research and learning is the Academic Project. Following their own research plans, students receive advice and supervision on how to pursue their research and write their doctoral dissertation from a Research Advisory Group made up of faculty members in the Graduate School of Media and Governance and other researchers.

C. Admissions Policy

The Graduate School of Media and Governance strives to identify and solve the problems faced by our modern society and design the future by engaging with a wide range of academic fields. To accomplish this, it does not limit itself to specific fields of study. The graduate school's mission is to advance the research at SFC by allowing the multiple fields of study to coexist and cooperate, whether it is science, social studies, humanities, or art. By using an interdisciplinary perspective and collaborative approach, the graduate school aims to develop true professionals who will explore new frontiers and identify and solve new complex issues. The student body is made up of not only those from domestic universities, but also international students and career professionals, making it a diverse home to intellectual discourse and collaboration. Without placing limitations on undergraduate fields of study or individual academic areas, we welcome students who wish to challenge themselves by identifying diverse problems in an increasing complex society and by employing original methods to find solutions through various projects. Admission to the Graduate School is possible in either April or September, and entrance examinations are held twice a year. The entrance examination consists of a first-round evaluation (document screening), and a second-round evaluation (interview), where applicants are comprehensively evaluated for their academic aptitudes, research motivations, research competencies, and other qualities. Applications from overseas will be evaluated only by document screening.

II. Major Discipline and Admission Quota

Program	Major Discipline	Admission Quota
Master's Program	Media and Governance	200
Doctoral Program	Media and Governance	50

The admission quota refers to the total number of students admitted through all application categories in April and September each academic year.

III. Application Categories

The Master's Program has four categories for application: "Application from within Japan," "Application from Overseas," "Application for Career Professionals," and "Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies." Applicants should carefully read the eligibility requirements for each category to understand the application process correctly and submit the documents required for that category in order to apply.

Those who are applying to the Master's Program through the "Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies" should refer to the below link.
https://www.sfc.keio.ac.jp/gsmg/en/admissions/master/recommendation.html

The Doctoral Program has three categories for application: "Application from within Japan," "Application from Overseas," and the "Doctoral Program for Career Professionals." Applicants should carefully read the eligibility requirements for each category to understand the application process correctly, and submit the documents required for that category in order to apply.

IV. Application Fee

The Application Fees and the method of payment differ depending on the application method. Refer to the Payment Method website for details. Please note that the Applicant Entry ID you receive when applying online is needed in order to pay for examination fees (refer to V – A).
Examination fees cannot be refunded, except in special circumstances. Refer to page 6 for details (VII. Important Points).

Master's Program	Application from within Japan	35,000 Yen	Applicants should send a money order (郵便為替) of 35,000 yen (issued at any post office in Japan) together with other completed application documents to the Admissions Office.	Application Period I: Monday, April 15, 2019 to 10:59 p.m. Wednesday, May 15, 2019
	Application for Career Professionals			
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/gsmg/en/admissions/app_fee.html	
Doctoral Program	Application from within Japan	35,000 Yen	Applicants should send a money order (郵便為替) of 35,000 yen (issued at any post office in Japan) together with other completed application documents to the Admissions Office.	Application Period II: Tuesday,September 17, 2019 to 10:59 p.m., Wednesday, October 9, 2019.
	Doctoral Program for Career Professionals			
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/gsmg/en/admissions/app_fee.html	

V. Application Method and Application Period

Application involves 1. Submission of documents online through the Admission Web Entry System and 2. Submission of documents by postal mail. BOTH, not just one process must be completed in order for an application to be considered.

A. Submission of Documents Online through the Admission Web Entry System

See the "Details on Application Documents Submitted Online" section of the relevant admissions category for details.

- Applicants must first obtain an Applicant Entry ID by following the instructions on the Admission Web Entry System website: https://entry.sfc.keio.ac.jp/gao_admission/
  The Application Guidebook Numbers required for obtaining an Applicant Entry ID are:

Application Guidebook Number (all numerals)	Application Period I, 2019	88123094
	Application Period II, 2019	99103280

- **Please make note of your Applicant Entry ID. It is also required when paying the application fees.**
- After obtaining an Applicant Entry ID, login to "My Page" (you will need the email address and password registered at the time of obtaining an Applicant Entry ID) and fill in the forms required for each application method.
- **Applicants must choose the preferred time of enrollment, and choose the appropriate application category. <u>Once application documents are submitted, they cannot be altered.</u>**

B. Submission of Application Documents by Postal Mail

See the "Details on Application Documents Submitted by Postal Mail" section of the relevant admissions category for details.

- Application Documents Submitted by Postal Mail must be sent in; they will not be accepted at the Admissions Office counter.
- Applications will be accepted during the designated application period only.
  Applications that do not meet the deadline will not be accepted.
- Applications should be sent by affixing the Address Label (Print out the "Address Label" page that appears after completing documents in the Admission Web Entry System) to a suitable envelope.
- If applications are sent from within Japan, they should be sent by "simple registered express mail" (簡易書留速達) and must be postmarked on or before the last day of the application period.
- If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period.
- Incomplete applications will be rejected.

VI. Examination Slip

Once an application has been officially processed, an examination slip will be issued. **Applicants must print out the examination slip by themselves from the following website:**
https://entry.sfc.keio.ac.jp/gao_admission/   *Applicant Entry ID and password for the Web Entry System are required.*
If applicable, applicants must bring their examination slip to the interview conducted by the Graduate School of Media and Governance.

VII. Important Points

1. Both "Application to the Graduate School of Media and Governance (Application Period I)" and "Application through Internal Recommendation (Spring Semester)" cannot be made in the same academic year. Both "Application to the Graduate School of Media and Governance (Application Period II)" and "Application through Internal Recommendation (Fall Semester)" cannot be made in the same academic year.

2. Inquiries regarding the content or result of the screening will not be entertained.

3. Incomplete applications and those submitted past the deadline will not be processed.

4. All times are written in Japan Standard Time.

5. In the event that the information on application documents is incorrect or fraudulent, the eligibility of application and admission will be cancelled. Furthermore, any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his or her obligations as a Keio University student will have his or her eligibility to enroll cancelled.

6. **Applicants must choose the preferred time of enrollment and the appropriate application category. Once application documents are submitted, they cannot be altered.**

7. Submitted documents, papers and other items will not be returned to applicants. In principle, the application fee cannot be refunded. However, a refund may be considered in the following circumstances:
    a) When applicants paid the application fee, but applications were not filed (that is, application documents were not sent, or the application was not able to be processed).
    b) When the application fee was mistakenly paid twice.

   Applicants to whom the special circumstances above a) or b) apply should contact the Admissions Office by the following dates at the latest:
   - Monday, June 3, 2019 for Application Period I
   - Wednesday, October 30, 2019 for Application Period II

   The Admissions Office will then send the applicant the necessary documents to complete the refund process by email. If the refund request is accepted, the application fee will be refunded to the bank account specified by the applicant. Any applications after the deadline are not accepted.

   The refund will be transferred to a bank account in Japan; however, if the applicant does not have a bank account in Japan, it will be remitted through an overseas bank account. In this case, please note that the remittance charge and other fees will be paid by the applicant.

8. If the address of an applicant has changed after the submission of the application, the applicant must notify the Admissions Office immediately via email. When submitting the change, the applicant must clearly write the following subject line:

   "Address Change Notice: Application to the Graduate School of Media and Governance" in the email title. All applicants must provide the following information in the contents:

a. Name of the applicant	e. New address including postal code
b. Date of birth of the applicant	f. New telephone number
c. Application category	g. Date of address change (or expected date of address change)
d. Examination number (if applicants already have their examination slip)	

   *In addition, all applicants must file a forwarding order with their local post office. All correspondence concerning the address change should be directed to: Email: gao-request@sfc.keio.ac.jp

9. Applicants who have been exposed to an infectious disease specified by the School Health and Safety Act and are not yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent an outbreak. Exceptions may be made if it is determined by a doctor or school doctor that the applicant's condition has improved and their presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule examinations and/or refund the application fee in the case that applicants become unable to take examinations for the aforementioned reasons.

10. Under unforeseen circumstances, the Graduate School of Media and Governance may reschedule examinations and/or postpone the announcement of results if it deems it necessary. In principle, the graduate school does not bear responsibility if, through rescheduling or postponements, applicants suffer any personal loss or inconvenience.

11. Applicants with physical disabilities who require special attention during the admission process and attendance at school should inform the Admissions Office of the Graduate School of Media and Governance at least one month before the last day of the application period.

When measures are taken under unforeseen circumstances or to prevent the spread of infectious diseases, notification will be made on the following Keio University website. Applicants should check this page for any changes. SFC official Website https://www.sfc.keio.ac.jp/en/

VIII.   The Program System

The graduate school has eight research fields called Programs. All graduate students are expected to belong to a Program and then pursue research consistent with the guidelines set by the Program they opt for. Upon successfully fulfilling the requirements, master's students will be awarded a Program Certificate in addition to a Master's Degree. For further details on each program, refer to the following website:
https://www.sfc.keio.ac.jp/gsmg/en/education/program/

Program Names	Codes
Global Governance and Regional Strategy	GR
Human Security and Communications	HC
Policy Making and Social Innovation	PS
Cognition, Sense-Making and Biophysical Skills	CB
Environmental Design and Governance	EG
X-Design	XD
Cyber Informatics	CI
Systems Biology	BI

GR, PS, CB and XD programs require Japanese proficiency in order to be completed.

IX. The Professional Courses

The graduate school offers following Professional Courses in the Master's Program to better meet the needs of a rapidly changing society. Students who successfully complete the Master's Program and meet the requirements set by a Professional Course can acquire a Certificate of Course Completion in addition to a master's degree.

The Environmental Innovators Course is also available to doctoral students. Students who successfully complete the Doctoral Program and meet the requirements set by a Professional Course can acquire a Certificate of Course Completion in addition to a doctoral degree.

For further details, refer to the following website:
https://www.sfc.keio.ac.jp/gsmg/en/education/pro/

Course Names	Codes
Social Innovator	SI
Environmental Innovator	EI
Innovative Future Strategist (Data Science)	IFRS
Cybersecurity Course	CS

The Social Innovator Course requires Japanese proficiency in order to be completed. Applicants who wish to take any of the above courses should attend course orientation during the orientation period and complete course registration. Detailed information will be provided at the time of Admission Registration.

X. International Advanced Degrees Course

The International Advanced Degrees Course (IADC) offers master's degrees to students who apply and complete course work and all other requirements for the course in the English language. English is the medium of instruction and also the language in which all assignments are to be submitted. English-speaking students will join Japanese-speaking students in the same master's Program and Research Projects.

Other than the fact that students in the IADC take classes held in English, there is no distinction between English-speaking and Japanese-speaking students. Students completing the IADC will receive the same master's degree (Master of Media and Governance) as other students in the Graduate School of Media and Governance.

The Graduate School of Media and Governance covers a wide range of research specialties and currently offers eight main research fields called Programs. Each IADC applicant to the Graduate School of Media and Governance must choose one of the following four Programs before submitting his or her application:

Human Security and Communications (HC)
Environmental Design and Governance (EG)
Cyber Informatics (CI)
Systems Biology (BI)

IADC applicants who wish to take Professional Course can only choose the Environmental Innovators course.

Course Name	Codes
Environmental Innovators	EI

Applicants who wish to take the IADC should attend course orientation during the orientation period and complete course registration. Detailed information will be provided at the time of Admission Registration.

XI. Screening Process

See the following pages for the details of each step.　　　All times are indicated in Japan Standard Time (JST)

Check Eligibility Requirements, contact a Graduate School Committee Member, take an online interview if applying for the Master's Program from overseas

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Submission of Documents Online through the Admission Web Entry System

(https://entry.sfc.keio.ac.jp/gao_admission/)

【Application Period I】 10:00 a.m., Monday, April 15, 2019–10:59 p.m., Wednesday, May 15, 2019

【Application Period II】 10:00 a.m., Tuesday, September 17, 2019–10:59 p.m., Wednesday, October 9, 2019

Payment of Application Fee

【Application Period I】 Monday, April 15, 2019 –10:59 p.m., Wednesday, May 15, 2019

【Application Period II】 Tuesday, September 17, 2019 –10:59 p.m., Wednesday, October 9, 2019

Period for Submitting Application Documents by Postal Mail

【Application Period I】 Monday, May 13, 2019–Wednesday, May 15, 2019

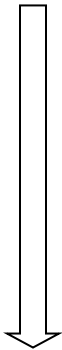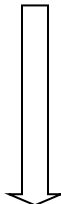【Application Period II】 Monday, October 7, 2019–Wednesday, October 9, 2019

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.

*If applications are sent from overseas, they must arrive on or before the last day of the application period.

Period during which Application Status can be Confirmed

【Application Period I】 11:00 a.m., Thursday, May 30, 2019–4:59 p.m., Tuesday, July 16, 2019

【Application Period II】 11:00 a.m., Thursday, October 24, 2019 – 4:59 p.m., Monday, December 2, 2019

Master's Program: Application from Overseas / Doctoral Program: Application from Overseas	Doctoral Program: Application from within Japan / Doctoral Program for Career Professionals	Master's Program: Application for Career Professionals	Master's Program: Application from within Japan
Examination Slip issued.	Examination Slip issued.	First-round Results Announcement Examination Slip issued. 【Application Period I】 3:00 p.m., Thursday, June 20, 2019 -4:59 p.m., Saturday, July 13, 2019 【Application Period II】 3:00 p.m., Thursday, November 14, 2019 -4:59 p.m., Saturday, November 30, 2019	
	Second-round Examination (Interview) 【Application Period I】 Saturday, July 13, 2019 　【Application Period II】 Saturday, November 30, 2019		

Successful Applicants Announcement Period

【Application Period I】 11:00 a.m., Tuesday, July 16, 2019 - 4:59 p.m., Monday, September 2, 2019

【Application Period II】 11:00 a.m., Monday, December 2, 2019 - 4:59 p.m., Monday, March 2, 2020

Sending Out of Admission Registration Documents　　　Admission Registration Deadline

【Enrolling in September 2019】 Early August, 2019 (tentative)　Monday, September 2, 2019

【Enrolling in April 2020】 Early February, 2020 (tentative)　Monday, March 2 , 2020 (tentative)

【Enrolling in September 2020】 Early August, 2020 (tentative)　Tuesday, September 1, 2020 (tentative)

XII. Submission of Documents in Certain Cases

Submission of Documents in Certain Cases

If any of the cases in the table below apply to your situation, follow the instructions in the "Note" column and submit the required document(s).

▼**Table 1: Applicable to ALL applicants for Master's and Doctoral Program**

Case	Document to be Submitted	Note
Foreign Nationals	Photocopy of passport	Submit the following documents: Photocopy of passport ID page.
Foreign Nationals	Japanese Language Proficiency Survey Form	Fill the "Japanese Language Proficiency Survey Form" https://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf
Currently enrolled in a graduate school or was enrolled in a graduate school in the past	Academic transcript and/or certificates from the graduate school *Copies will not be accepted. If the original is not available, the copy must be certified by the university or embassy.	If the period of enrollment was short and an academic transcript cannot be obtained, attach a memo stating as such and submit a Certificate of Student Registration/Certificate of Enrollment. If you transferred faculties or graduate schools within the same university, submit a certificate for each. If you have completed or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.
Was enrolled as a full-time (degree) student in two or more universities or graduate schools in the past	Academic transcripts from all the universities or graduate schools which you enrolled as a full-time (degree) student *Copies will not be accepted. If the original is not available, the copy must be certified by the university or embassy.	If the period of enrollment was short and an academic transcript cannot be obtained, attach a memo stating as such and submit a Certificate of Student Registration/Certificate of Enrollment. If you transferred faculties or graduate schools within the same university, submit a certificate for each. If you have completed or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.
Graduated (or is expected to graduate) from a university outside Japan	Degree Certificate or Statement of Expected Possession of Academic Degree *Copies will not be accepted. If the original is not available, the copy must be certified by the university or embassy.	If the academic transcript, certificate of graduation, or statement of expected graduation do not indicate (expected) acquisition of a degree, submit an additional certificate.
Name on the certificate(s) and other documents differs from the name used for application documents	Abstract of family register/Certificate of Residence, etc.	・Submit documents proving both names refer to the applicant. ・Foreign nationals may use a nickname only if it is registered on their Certificate of Residence. ・Your name in the Web Entry System must be the same as in your family register.

▼Table 2: For Master's Program Application from Overseas(P20-23) and Doctoral Program Application from Overseas(P33-35)

Case	Documents to be Submitted	Note
Foreign Nationals	Documents or Test Results Certifying Applicant's Japanese or English Language Ability	Submit **the original certificate** of Japanese or English language proficiency test result. If this is not possible, the graduate school may accept other documents to certify Japanese or English ability.
Applicants Who Require Keio University to Apply for Their Certificate of Eligibility (COE) on Their Behalf *Foreign nationals need a COE for applying VISA	i. Application form for COE ii. Proof of Bank Account Balance or Proof of Receipt of a Scholarship	Fill in the forms and affix applicant photo in the designated space. https://www.sfc.keio.ac.jp/gsmg/docs/applicationforCOE.pdf Submit proof of bank account balance or receipt of scholarship that will cover academic fees and expenses for the first year of enrollment. If this proof is not provided, Keio University may not be able to apply for a Certificate of Eligibility (COE) on the applicant's behalf. The bank account does not need to be in the applicant's name. *If the applicant is planning to pay the admission fees with scholarships but has not yet been notified that they have been awarded the scholarship, a proof of bank account balance should be submitted for the time being. *If the applicant is paying the fees by themselves, they must submit a bank account under their own name. Original Documents proving the relationship between the applicant and payer of academic fees are not required in this case.
Japanese Citizens	Certificate of Enrollment at an Educational Institution or Proof of Current Employment	Submit the Certificate of Enrollment at an educational institution or Proof of Current Employment that includes the reasons for living overseas and the time period during which the applicant has been and will be living overseas.

XIII. Master's Program General Entrance Examination: Application from within Japan

A. Eligibility Requirements

Applicants need to fulfill **at least *one*** of the following six requirements:

1. They must have graduated or be scheduled to graduate from a university in Japan or overseas before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Graduate School of Media and Governance.

2. They must have acquired or be scheduled to acquire a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Graduate School of Media and Governance.

3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

4. They must be enrolled in the Third Year or higher at a four-year university at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance.

5. They must have completed a program with a duration of at least three years at a university overseas and earned a degree that is equivalent to a bachelor's degree.

6. They must be older than 22 years old at the time of enrollment and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of university graduates.

Note1: Applicants who fall under category 4. must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 5 (Application Period I) / Monday, September 2 (Application Period II) in order to be assessed for eligibility. Some applicants may be assessed as ineligible to apply.
a. Request for eligibility to skip a year. There is no designated format for this request.
b. Academic transcript for undergraduate studies
c. Document showing requirements for advancing to the next year/graduation (e.g., copy of course registration guide) (Not required of applicants enrolled in Keio University)
d. Verification that the applicant is enrolled in the Third Year or higher at a four-year university (photocopy of Student ID Card or academic transcript, screen printout of website for enrolled students after logging in, etc.) (Not required of applicants enrolled in Keio University)

    Note that applicants who fall under category 4. must be:
- Seeking admission in September 2019 (Application Period I, 2019), or
- Seeking admission in April 2020 (Application Period II, 2019).

Also note that applicants who fall under this category will be able to apply only if they fulfill *all* of the following conditions:
    a) Those who wish to enroll in September 2019 must have been enrolled in an undergraduate program for three years or more by September 21, 2019 (the end of March 2020 for those who wish to enroll in April 2020). The duration of 'temporary leave of absence' or study abroad

cannot be included in this calculation. However, the period during which credit points were accumulated at another university while studying abroad may be included.

b) Those who wish to enroll in September 2019 must be scheduled to earn 90 or more undergraduate credits by September 21, 2019 (the end of March 2020 for those who wish to enroll in April 2020). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered. Those who are unable to earn the required credits by the designated date above will not be qualified to enroll even after passing the entrance examination.

c) Those who wish to enroll in September 2019 must have earned 60 or more undergraduate credits by the end of March 2019 (the end of September 2019 for those who wish to enroll in April 2020). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered.

d) Those who wish to enroll in September 2019 must fulfill *one* of the requirements mentioned below by the end of March 2019 (the end of September 2019 for those who wish to enroll in April 2020). All credits from courses not necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that are graded on a pass/fail basis.

    (1) They must have acquired the "highest grade possible" in two thirds or more of the total credits earned at the university they are currently enrolled in. Under extraordinary circumstances the Graduate School of Media and Governance may approve relaxing the "highest grade possible" requirement if the grade obtained is nearly equivalent to it.

    (2) They must have acquired the highest grade possible at the university they are currently enrolled in for 80 credits or more when they are going to apply in their sixth semester and 96 credits or more when they are going to apply in their seventh semester.

* Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above in a) to d) must submit two or more recommendation letters from faculty members of the university they are enrolled in.

* If you are unable to earn the credits in b) after passing the entrance exam, your admission will be revoked.

Note2: Applicants who fall under category 6. must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 5 (Application Period I)/ Monday, September 2 (Application Period II) in order to be assessed for eligibility:

    a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance. Applicants should state reasons why they believe they have equivalent or higher academic skills of university graduates. There is no designated format for this request.

    b. Resume

    c. Academic transcript (if previously enrolled at a university)

    d. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

B. Schedule

All times are shown in Japan Standard Time

*Refer to this table along with the "Flow chart of 2019 Academic Year Screening Process" on page 10.

	Application Period I, 2019 (for those seeking admission in September 2019 or April 2020)	Application Period II, 2019 (for those seeking admission in April 2020 or September 2020)
Admission Web Entry Period	10:00 a.m., Monday, April 15, 2019– 10:59 p.m., Wednesday, May 15, 2019	10:00 a.m., Tuesday, September 17, 2019– 10:59 p.m., Wednesday, October 9, 2019
Application Period *1	Monday, May 13, 2019– Wednesday, May 15, 2019	Monday, October 7, 2019– Wednesday, October 9, 2019
Announcement of Examination—First-round Result *2	3:00 p.m., Thursday, June 20, 2019	3:00 p.m., Thursday, November 14, 2019
Examination—Second-round Interview *2	Saturday, July 13, 2019	Saturday, November 30, 2019
Announcement of Successful Applicants	11:00 a.m., Tuesday, July 16, 2019	11:00 a.m., Monday, December 2, 2019

*1: If applications are sent from within Japan, they must be postmarked on or before the last day of the application period. If applications are sent from overseas, they must arrive on or before the last day of the application period.

*2: The time and place of the interview will be announced on the Web Entry System when the Examination First-round results are announced. The interview will be held at the Shonan Fujisawa Campus.

C. Contacting Faculty Members

You can contact the Graduate School of Media and Governance committee members before applying to the graduate school.
If you do not know how to contact them, use the contact form in the website below.
Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/
You cannot use the contact form after the final day of each application period until the day of announcement of successful applicants.
Refer to the website below for the contact information of each graduate committee member.
Program System: https://www.sfc.keio.ac.jp/gsmg/en/education/program/
Faculty: http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

D. Screening Method

The first-round screening will be based on the evaluation of submitted application documents. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated.

Those who pass the first-round screening will be interviewed in the second-round screening. Applicants must bring their examination slip with them for the interview.

E. Application Documents

<Application Documents Submitted Online>

    a. **Application Form**
    b. **Statement of Purpose**
    c. **Research Plan**
    d. **Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter**
    e. **Research Experience (if any)**
    f. **Other Supporting Documents (optional)**

<Application Documents Submitted by Postal Mail>

    g. **Certificate of Graduation or Statement of Expected Graduation**
    h. **Academic Transcript**
    i. **Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**

    j.   **Proof of Application Fee Payment**

    k.   **Address Labels (Print out after completing documents in the Admission Web Entry System)**

    l.   **Submission of Documents in Certain Cases**

F．Important Points on Application Documents

<Application Documents Submitted Online>

a. Application Form

- Follow the instructions found online.
- The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must be sure to write contact information at which they can be reached at all times.
- Upload photo. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment.
  Photos that do not easily identify the applicant may be cause for disqualification.
- Your name must be registered as it is shown on your family register. If you wish to use your maiden name, you may do so by completing the required process after enrollment. (Please refer to page 11)

b. Statement of Purpose

Applicants should describe their reason for application, activities since graduating from high school, and objectives after enrolling in the Graduate School of Media and Governance.

- The Statement of Purpose should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
- The applicant's name and affiliation (faculty, university, etc.) should be written on the first page
- There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

c. Research Plan

- Applicants must concisely describe their previous academic themes and achievements as well as their research plan in the Master's Program, including the theme, objective, methodology, significance, characteristics, anticipated results, and necessary facilities.
- The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
- The applicant's name and affiliation (faculty, university, etc.) should be written on the first page
- There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
- Applicants should make sure that the research plan is easy to read by inserting diagrams, graphs, etc. For reference, please see the research plan format at the following website:
  https://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf
  The format is not limited to the one on the website.

d. **Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter**
Applicants should submit a Letter of Acceptance to Act as a Research Supervisor or a Recommendation Letter.

1. **Letter of Acceptance to Act as a Research Supervisor**
<u>Applicants must obtain approval in advance from</u> one graduate school committee member of their program of choice and request that they fill out the Letter of Acceptance to Act as Research Supervisor. Information regarding programs and a list of graduate school committee members for each program can be found at the following:
https://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

Process for preparing the Letter of Acceptance to Act as Research Supervisor:
By the applicant
a) Login to "My Page" on the Admission Web Entry System
b) Register the graduate school committee member in the "research supervisor" field
c) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's Entry ID

By the graduate school committee member
a) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
b) Login to the page for writing a "Letter of Acceptance to Act as Research Supervisor"
c) Enter information and comments regarding the applicant (entries can be temporarily saved)
d) When all fields have been filled out, click on the "Submit" button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

2. **Recommendation Letter**
Applicants should have a recommender of their choice write and submit a Recommendation Letter.
The process for having the Recommendation Letter written is basically the same as for the Letter of Acceptance to Act as Research Supervisor.
Please note the following:
- The Applicant Entry Form cannot be printed out until the Recommendation Letter is completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make a request for the Recommendation Letter well in advance.
- The website pages to be viewed by the recommenders are written in both Japanese and English.

Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Recommendation Letter written for them.

● It is highly recommended that the Recommendation Letter be submitted through the Admission Web Entry System, but if a recommender cannot prepare the Recommendation Letter online for some reason, applicants should have the recommender fill out a printed version of the Recommendation Letter form (downloaded from the Admission Web Entry) and the recommender should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with the application documents submitted by postal mail. If the recommender plans to send the Recommendation Letter directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e. **Research Experience (if any)**
   Applicants who wish to make note of their Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.

f. **Other Supporting Documents (optional)**
   Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.
   1. Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
   2. Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*.mpg, *.avi, *.wmv,*.mp4).
   3. Up to ten items in total of PDF, JPG, and videos may be submitted.
   4. Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
   5. PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
   6. For materials that involve grading and selection such as certifications, selection as a candidate to study abroad program, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection process or grading system in detail. Upload these materials as PDF files.

<Application Documents Submitted by Postal Mail>

g. **Certificate of Graduation or Statement of Expected Graduation**
   1. Applicants must submit an original certificate of Graduation or Statement of Expected Graduation. **Photocopies will not be accepted.**
      *In the case that you cannot submit the original, submit a copy certified by a public institution such as your university or graduate school you graduated from or an embassy. Copies that are not certified will not be accepted.
   2. **In principle, it should have been issued within three months before the application deadline**. Certificates without issue date will not be accepted.
   3. A certificate or statement must clearly states the date of graduation or expected graduation.
   4. If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

h. **Academic Transcript**
   1. Applicants must submit an original academic transcript from their undergraduate institution. **Photocopies will not be accepted.**

*In the case that you cannot submit the original, submit a copy certified by a public institution such as the university or graduate school you graduated from or an embassy. Copies that are not certified will not be accepted.

2. **In principle, it should have been issued within three months before the application deadline**. Certificates without issue date will not be accepted.

3. If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

i. **Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**
Once documents a.-d. of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

j. **Proof of Application Fee Payment (attached form)**
Please refer to IV. Application Fee(Page5).

k. **Address Labels (Print out after completing documents in the Admission Web Entry System)**
Once documents a. –d. of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line.
Applications should be sent by affixing the address label to a suitable envelope.
If applications are sent from within Japan, they should be sent by "simple registered express mail" (簡易書留速達) and must be postmarked on or before the last day of the application period.
If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period.
Neatly place Application Documents Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.

l. **Submission of Documents in Certain Cases**
Check which documents must be submitted on chart 1 in "Submission of Documents in Certain Cases" on page 11 and submit them.

G. Announcement of Results

Applicants can check the results of their first-round and second-round screenings from the Admission Web Entry System by entering their Applicant Entry ID and password.
https://entry.sfc.keio.ac.jp/gao_admission/

XIV. Master's Program General Entrance Examination: Application from Overseas

A. Eligibility Requirements

Applicants need to fulfill both a. and b. below.

a. Applicants need to fulfill **at least *one*** of the following six requirements:

1. They must have graduated or be scheduled to graduate from a university in Japan or overseas before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Graduate School of Media and Governance.

2. They must have acquired or be scheduled to acquire a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Graduate School of Media and Governance.

3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

4. They must be enrolled in the Third Year or higher at a four-year university at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance.

5. They must have completed a program with a duration of at least three years at a university overseas and earned a degree that is equivalent to a bachelor's degree.

6. They must be older than 22 years old at the time of enrollment and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of university graduates.

b. Applicants need to fulfill both of the following requirements:

1. Regardless of nationality, they must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of the result.

2. They should discuss their research plan with a graduate school committee member who belongs to their desired Program, and must obtain an informal consent from him/her to supervise the applicant prior to the commencement of the application period.

*Applicants who are currently enrolled as regular students in the Faculty of Policy Management or the Faculty of Environment and Information Studies at Keio University are not eligible to make an "Application from Overseas."

B. Schedule

All times are indicated in Japan Standard Time

*Refer to this table along with "Flow chart of 2019 Academic Year Screening Process" on page 10.

	Application Period I, 2019 (for those seeking admission in September 2019 or April 2020)	Application Period II, 2019 (for those seeking admission in April 2020 or September 2020)
Admission Web Entry Period	10:00 a.m., Monday, April 15, 2019– 10:59 p.m., Wednesday, May 15, 2019	10:00 a.m., Tuesday, September 17, 2019– 10:59 p.m., Wednesday, October 9, 2019
Application Period *1	Monday, May 13, 2019– Wednesday, May 15, 2019	Monday, October 7, 2019– Wednesday, October 9, 2019
Announcement of Successful Applicants	11:00 a.m., Tuesday, July 16, 2019	11:00 a.m., Monday, December 2, 2019

*1: If applications are sent from overseas, they must arrive on or before the last day of the application period.

C. Contacting a Graduate School Committee Member before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor. Information about the Programs and graduate school committee members of each Program are listed on page 8 and the following website:

https://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

If you do not know how to contact a graduate school committee member, use the contact form in the website below.

Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/

You cannot use the contact form after the final day of each application period until the day of announcement of successful applicants.

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

D. Process for Application from Overseas

1. Carefully refer to the application guidebook.
2. Take Step 1, Step 2, and Step 3 with the Graduate School Committee member of the Program you wish to join.

   Step 1: Discuss your Research Plan.

   Discuss the following over email:
   a) Your research theme
   b) Your research and schedule for degree acquisition.
   c) The research style of the Program.
   d) What is expected of you as a research member in the Program and so on.

   Step 2: Take an online interview on Skype or WebEx etc. between the applicant and the Graduate School Committee member.

   You must be interviewed at least once. You can also come to Japan and be interviewed in person. Discuss your research plan in Step 1 in more detail.

   Step 3: Request a Graduate School Committee member to write a "Letter of Acceptance to Act as a Research Supervisor" and receive their informal consent.

   Request that they fill out the Letter of Acceptance to Act as a Research Supervisor and receive their informal consent.(Applications from overseas will not be accepted without the submission of this form.)
3. Register in the Admission Web Entry System and print out the Applicant Entry Form.
4. Pay the application fee(For further information see page 5).

5. Send the Application Documents Submitted by Postal Mail to the Admissions Office. Applications that arrive after the application period will not be accepted.
   If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period.
6. Print out the Examination Slip(For further information see page 6).
7. Check the Online Application website to see the result.

E. Screening Method

Screening of applicants will be based on the evaluation of submitted application documents and a record of communication between the applicant and the graduate school committee member who belongs to the applicant's desired Program. The academic level of applicants, their motivation to conduct research, and research capability will be comprehensively evaluated through the application documents and the record of communication between the applicant and the graduate school committee member. Inquiries regarding the content or result of the screening will not be entertained.

F. Application Documents

< Application Documents Submitted Online>

a. **Application Form**
b. **Statement of Purpose**
c. **Research Plan**
d. **Letter of Acceptance to Act as a Research Supervisor**
e. **Research Experience (if any)**
f. **Other Supporting Documents (optional)**
g. **Video about your Research Plan**
h. **Record of Communication (as detailed as possible in Japanese or English)**

< Application Documents Submitted by Postal Mail>

i. **Certificate of Graduation or Statement of Expected Graduation**
j. **Academic Transcript**
k. **Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**
l. **Proof of Application Fee Payment**
m. **Address Labels (Print out after completing documents in the Admission Web Entry System)**
n. **Submission of Documents in Certain Cases**

G. Details on Application Documents Submitted Online

For information on application documents a to c,e,f or i to m, refer to the section F. Important Points on Application Documents in XIII. Master's Program: Application from within Japan.

d. **Letter of Acceptance to Act as a Research Supervisor**
Applicants must obtain approval in advance from one graduate school committee member of their program of choice and request that they fill out the Letter of Acceptance to Act as Research Supervisor. Please follow the steps described in D. in the previous page. Information regarding programs and a list of graduate school committee members for each program can be found at the following:
https://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

Process for preparing the Letter of Acceptance to Act as Research Supervisor:
By the applicant
a) Login to "My Page" on the Admission Web Entry System
b) Register the graduate school committee member in the "research supervisor" field
c) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's Entry ID

By the graduate school committee member

a) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password

b) Login to the page for writing a "Letter of Acceptance to Act as Research Supervisor"

c) Enter information and comments regarding the applicant (entries can be temporarily saved)

d) When all fields have been filled out, click on the "Submit" button

● The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.

● The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.

It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

g. **Video about your Research Plan**

Present what you have accomplished up until now, and your goals for the future in a video approximately three minutes in length.

- The video file must be within three minutes and under 200MB.
- Format: The video must be playable in Windows Media Player (*.wmd,*.mpg,*.avi,*.wmv,*.mp4)
- The video must include scenes showing the applicant. Animated or processed scenes will not be accepted.

h. **Record of Communication (as detailed as possible in Japanese or English)**

Applicants must upload a record of communication (as detailed as possible) between him/her and the graduate school committee member who belongs to the applicant's preferred Program. A record of email communication is preferred. The record should be as detailed as possible (should be a PDF file of 100MB or less), and applicants should show that they discussed their research plan online with a graduate school committee member who belongs to their desired Program, and obtained an informal consent from them to supervise the applicant.

n. **Submission of Documents in Certain Cases**

Confirm which **documents must be submitted on table 1 and 2** on "Submission of Documents in Certain Cases" on page 11-12 and submit them.

H. Announcement of Results

Applicants can check the results from the website by entering their user ID and password for the Web Entry System.

https://entry.sfc.keio.ac.jp/gao_admission/

XV. Master's Program General Entrance Examination: Application for Career Professionals

Admissions screening in this application category takes into consideration that the applicant is a career professional at the time of application for the program. Unlike the Doctoral Program for Career Professionals, the Master's Program for Career Professionals is not designed to be completed while continuing to work.

A. Eligibility Requirements

Applicants must have graduated from a university two or more years prior to the time of application.

B. Schedule

Please refer to the section B. Schedule in XIII. Master's Program: Application from within Japan.

C. Contacting a Graduate School Committee Member before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor. Information about the Programs and graduate school committee members of each Program are listed on page 8 and the following website:

https://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

If you do not know how to contact a graduate school committee member, use the contact form in the website. Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/

You cannot use the contact form after the final day of each application period until the day of announcement of successful applicants.

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

D. Screening Method

Please refer to the section D. Screening Method in XIII. Master's Program: Application from within Japan.

E. Application Documents

<Application Documents Submitted Online>

a.   Application Form
b.   Statement of Purpose
c.   Research Plan
d.   Letter of Acceptance to Act as a Research Supervisor
e.   Research Experience (if any)
f.   Other Supporting Documents (optional)

<Application Documents Submitted by Postal Mail>

g.   Certificate of Graduation
h.   Academic Transcript
i.   Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
j.   Proof of Application Fee Payment
k.   Address Labels (Print out after completing documents in the Admission Web Entry System)
l.   Submission of Documents in Certain Cases

F．Details on Application Documents Submitted Online

For the important points on each application document in E: a to c and e to l, refer to the section F. Important Points on Application Documents in XIII. Master's Program : Application from within Japan,.

    d. Letter of Acceptance to Act as a Research Supervisor

<u>Applicants must obtain approval in advance from</u> one graduate school committee member of their program of choice and request that they fill out the Letter of Acceptance to Act as Research Supervisor. Information regarding programs and a list of graduate school committee members for each program can be found at the websites below:

http://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

The process for preparing the Letter of Acceptance to Act as Research Supervisor:

<u>By the applicant</u>
a) Login to "My Page" on the Admission Web Entry System
b) Register the graduate school committee member in the "research supervisor" field
c) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's Entry ID

<u>By the graduate school committee member</u>
a) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
b) Login to the page for writing a "Letter of Acceptance to Act as Research Supervisor"
c) Enter information and comments regarding the applicant (entries can be temporarily saved)
d) When all fields have been filled out, click on the "Submit" button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.

- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.

- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

G．Announcement of Results

Please refer to the section G Announcement of Results in XIII. Master's Program: Application from within Japan.

XVI. Doctoral Program: Application from within Japan

A. Eligibility Requirements

Applicants need to fulfill **at least *one*** of the following four requirements:

1. They must have completed, or be scheduled to complete a master's degree course or professional degree course before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

2. They must have acquired or be scheduled to acquire a qualification equivalent to a master's degree or a qualification equivalent to a professional degree overseas before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

4. They must be older than 24 years old and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of master's degree holders.

Note1: Applicants who fall under category 4. must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 5 (Application Period I)/ Monday, September 2 (Application Period II) in order to be assessed for eligibility:

a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance. Applicants should state the reasons why they believe they have academic skills that are higher or equivalent to that of master's degree holders. There is no designated format for this request.
b. Resume
c. University academic transcript and Certificate of Graduation (if previously enrolled in a university)
d. Letter of Acceptance to Act as a Research Supervisor (Sealed: Send a request to gao-request@sfc.keio.ac.jp to get the form)
e. List of academic and career accomplishments
f. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments.

B. Schedule

All times are indicated in Japan Standard Time

*Refer to this table along with "Flow chart of 2019 Academic Year Screening Process" on page 10.

	Application Period I, 2019 (for those seeking admission in September 2019 or April 2020)	Application Period II, 2019 (for those seeking admission in April 2020 or September 2020)
Admission Web Entry Period	10:00 a.m., Monday, April 15, 2019— 10:59 p.m., Wednesday, May 15, 2019	10:00 a.m., Tuesday, September 17, 2019— 10:59 p.m., Wednesday, October 9, 2019
Application Period *1	Monday, May 13, 2019— Wednesday, May 15, 2019	Monday, October 7, 2019— Wednesday, October 9, 2019
Announcement of Interview Timetable *2	3:00 p.m., Thursday, June 20, 2019	3:00 p.m., Thursday, November 14, 2019
Examination—Second-round Interview Venue: posted on campus on day of interview *2	Saturday, July 13, 2019	Saturday, November 30, 2019
Announcement of Successful Applicants	11:00 a.m., Tuesday, July 16, 2019	11:00 a.m., Monday, December 2, 2019

*1: If applications are sent from within Japan, they must be postmarked on or before the last day of the application period. If applications are sent from overseas, they must arrive on or before the last day of the application period.

*2: The time and place of the interview will be announced on the Web Entry System when the "Announcement of Interview Timetable" is announced. The interview will be held at the Shonan Fujisawa Campus.

C. Application Documents

<Application Documents Submitted Online>

a. **Application Form**
b. **Research Plan**
c. **Original Syllabus Proposal**
d. **Two Evaluation Reports**
e. **Letter of Acceptance to Act as a Research Supervisor**
f. **Research Experience (if any)**
g. **Other Supporting Documents (optional)**

<Application Documents Submitted by Postal Mail>

h. **Standardized Foreign Language Examination Result Certificate**
i. **Certificate of Completion or Statement of Expected Completion of a Master's Course**
j. **Academic Transcripts (one each for undergraduate and master's levels)**
k. **Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**
l. **Proof of Application Fee Payment**
m. **Address Labels (Print out after completing documents in the Admission Web Entry System)**
n. **Submission of Documents in Certain Cases**

D. Details on Application Documents

<Details on Application Documents Submitted Online>

a. **Application Form**
   - Follow the instructions found online.
   - The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants should be sure to write contact information at which they can be reached at all times.
   - Upload a photo. The photo of the applicant should be a full-face view with no hat or headgear

(unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment.

Photos that do not easily identify the applicant may be cause for disqualification.

- Your name must be registered as it is shown on your family register. If you wish to use your maiden name, you may do so by completing the required process after enrollment. (Please refer to page 11)

b. **Research Plan**

1. Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research that the applicant is planning to conduct at the Doctoral Program
     - ➢ Theme
     - ➢ Objective
     - ➢ Methodology
     - ➢ Significance of research
     - ➢ Features
     - ➢ Anticipated result
     - ➢ Facilities required for research
     - ➢ Others (if any)
2. The research plan should be word processed if possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
3. The applicant's name and affiliation (faculty, university, etc.) should be written on the first page
4. There are no requirements regarding the format, number of words, etc., but it must be five A4 pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
5. Applicants should make sure that the research plan is easy to read by inserting diagrams, graphs, etc. For reference, please see the research plan format at the following website:
   https://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf
   The format is not limited to the one on the website.

c. **Original Syllabus Proposal**

The original syllabus proposal is considered **equivalent to an examination in an academic subject meant for entering the Doctoral Program**.

Applicants are required to create one original syllabus **directly related to their field of specialization** to display their general knowledge and understanding of their chosen field as well as their ability to communicate concepts precisely.

The original syllabus:

- **Must have the name of the applicant**
- **Should be a course meant for first year Master's Program students**
- Should be a course plan that runs for fifteen weeks
- Should include lecture contents, policy, and any other information applicants would like to use in order to help students understand the subject matter better, if applicants themselves were to teach the course. (e.g., themes, objectives, significance, lecture content, reference of related literature for each class/lecture, teaching materials, methodology, student assessment criteria, relationships of secondary literature to each lecture and the course as a whole, etc.)
- Should be **five to ten pages on A4 size sheets of PDF file** (Pages exceeding this limit may not be assessed.)

Assessment criteria for the original syllabus proposal are as follows:

- Relevance of the course

- Understandability of fundamental knowledge presentation
- Conceptual completeness of the course framework
- Clarity and persuasiveness of the content

Note: Since original syllabi that applicants submit are not required to fit in with the existing syllabi at Keio University SFC, applicants are requested to create a completely new and original syllabus.
If any syllabus proposal is found to have been duplicated, it will be judged as counterfeit and will result in disqualification of the applicant.

d. **Two Evaluation Reports**

Applicants must submit two evaluation reports from two separate evaluators. (Note that an evaluator cannot be the person who gave consent to applicants to be their Research Supervisor.)
Process for having the Evaluation Reports written are basically the same as for the Letter of Acceptance to Act as Research Supervisor described in the section below.

Please note the following:

- The Applicant Entry Form cannot be printed out until the Evaluation Reports are completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make requests to the evaluators well in advance.
- The website pages to be viewed by evaluators are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Evaluation Reports written for them.
- It is highly recommended that the Evaluation Reports be submitted through the Admission Web Entry System, but if an evaluator cannot prepare the Evaluation Report online for some reason, applicants should have the evaluator fill out a printed version of the Evaluation Report form (downloaded from the Admission Web Entry System) and the evaluator should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents submitted by postal mail. If the evaluator plans to send the Evaluation Report directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e. **Letter of Acceptance to Act as a Research Supervisor**

Applicants must obtain approval in advance from one graduate school committee member of their program of choice and request that they fill out the Letter of Acceptance to Act as Research Supervisor. Information regarding programs and a list of graduate school committee members for each program can be found at the following:
http://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

Process for preparing the Letter of Acceptance to Act as Research Supervisor:

By the applicant
a) Login to "My Page" on the Admission Web Entry System
b) Register the graduate school committee member in the "research supervisor" field
c) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's Entry ID

By the graduate school committee member
a) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
b) Login to the page for writing a "Letter of Acceptance to Act as Research Supervisor"
c) Enter information and comments regarding the applicant (entries can be temporarily saved)
d) When all fields have been filled out, click on the "Submit" button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

f. Research Experience (if any)

1. Applicants who wish to make note of their (undergraduate) Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.
2. Applicants who wish to make note of their Master's Thesis should enter the Master's Thesis title, etc. Uploading of the Master's Thesis itself (should be a PDF file of 100MB or less) is also permitted.

g. Other Supporting Documents (optional)

Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.

1. Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
2. Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*.mpg, *.avi, *.wmv, *.mp4).
3. Up to ten items in total of PDF, JPG, and videos may be submitted.
4. Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
5. PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
6. For materials that involve grading and selection such as certifications, selection as a candidate to study abroad program, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection process or grading system in detail. Upload these materials as PDF files.

<Details on Application Documents Submitted by Postal Mail>

h. Standardized Foreign Language Examination Result Certificate

Applicants are required to submit scores from a standardized foreign language examination in a foreign language necessary to complete their research. They must submit a certificate (photocopies not accepted) of the standardized foreign language examination result together with other completed application documents. If applicants are unable to submit results of any of the below examinations, they must submit a memo stating so and documents demonstrating the history of their foreign language studies instead (such as their academic transcripts showing grades and credits obtained in foreign language courses). If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such

as the university or graduate school you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation. Copies that are not certified will not be accepted.

List of Standardized Foreign Language Examinations:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, EIKEN Test in Practical English Proficiency
	TOEFL-ITP test conducted at SFC, IELTS
German	Diplom Deutsch in Japan / German Diploma in Japan
	Zentrale Mittelstufenprüfung (ZMP)
	TestDaF
French	Diplôme d'Apititude Pratique au Français
	Diplôme d'etudes en langue française / Diplôme approfondi de langue française （DELF/DALF）
	Test de conaissance du français （TCF）
Chinese	中国語検定 / Test of Chinese Proficiency
	漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española
	Diplomas de Español como Lengua Extranjera （DELE）
Japanese	日本語能力試験 Japanese Language Proficiency Test (JLPT)
Korean	Test of Proficiency in Korean (TOPIK)
	The Korean Language Proficiency Test (KLPT)
Malay-Indonesian	Ujian Bahasa Indonesia
	Ujian Kemanpuan Berbahasa Indonesia

i. Certificate of Completion or Statement of Expected Completion of a Master's Course

1. Applicants must submit an original certificate of Completion or Statement of Expected Completion of a Master's Course.
    *In the case that you cannot submit the original, submit a copy certified by a public institution such as the university or graduate school you graduated from or an embassy. Copies that are not certified will not be accepted.

2. **In principle, it should have been issued within three months before the application deadline**. Certificates without issue date will not be accepted.

3. A certificate or statement must clearly states the date of completion or expected completion.

4. If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

j. Academic Transcripts (one each for undergraduate and master's levels)

1. Applicants must submit an original academic transcript each from their undergraduate school and the graduate school's master's degree course.
    *In the case that you cannot submit the original, submit a copy that is certified by a public institution such as the university or graduate school you graduated from or an embassy. Copies that are not certified will not be accepted.

2. **In principle, it should have been issued within three months before the application deadline**. Certificates without issue date will not be accepted.

3. If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

k.   Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)

Once documents a.–e. of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

l.   Proof of Application Fee Payment (attached form)

Refer to IV. Application Fee (page5).

m.   Address Labels (Print out after completing documents in the Admission Web Entry System)

Once documents a.–e. of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing address label to a suitable envelope.

*If applications are sent from within Japan, they should be sent by "simple registered express mail" (簡易書留速達) and must be postmarked on or before the last day of the application period.

*If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, DHL and they must arrive on or before the last day of the application period. Neatly place Application Documents Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.

n.   Submission of Documents in Certain Cases

Check which documents must be submitted on table 1 in "Submission of Documents in Certain Cases" on page 11 and submit them.

E． Contacting a Graduate School Committee Member before Making an Application

Before submitting the application, applicants are required to discuss their research plans thoroughly with the committee member of their choice and obtain their consent to act as their Research Supervisor. A final decision will be made after an examination of the applicant based on their application documents and an interview. The "New Course Plan" and "Foreign Language Proficiency Test Results" will also be included in the application and be the basis of the decision (application documents, research plan, new course plan, language proficiency test results, interview, etc.)

If you do not know how to contact a graduate school committee member, use the contact form in the website below.

Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/

You cannot use the contact form after the final day of each application period until the day of announcement of successful applicants.

Refer to the website below for the contact information of each graduate committee member.

Program System: https://www.sfc.keio.ac.jp/gsmg/en/education/program/

Faculty: http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

F． Notice of Time of Interview

The time and place of the interview will be announced to everyone on the Web Entry System. You will need an examination slip to take an interview, so be sure to print it out beforehand. Refer to page 6. VI. Examination Slip.

G． Announcement of Results

Applicants can check the results of their screenings from the Admission Web Entry System by entering their Applicant Entry ID and password. https://entry.sfc.keio.ac.jp/gao_admission/

XVII. Doctoral Program: Application from Overseas

A. Eligibility Requirements

Applicants need to fulfill both a. and b. below.

a. Applicants need to fulfill **at least** *one* of the following four requirements:

1. They must have completed, or be scheduled to complete a master's degree course or professional degree course before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

2. They must have acquired or be scheduled to acquire a qualification equivalent to a master's degree or a qualification equivalent to a professional degree overseas before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

4. They must be older than 24 years old and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of master's degree holders.

b. Applicants need to fulfill both of the following requirements.

1. Regardless of nationality, they must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of the result.

2. They must discuss their research plan with a graduate school committee member who they wish to receive advice from and obtain an informal consent from him/her to supervise the applicant prior to the commencement of the application period.

Important Points
1. Applicants who are currently enrolled as regular students in the Graduate School of Media and Governance at Keio University are not eligible to make an "Application from Overseas."
2. Applicants wishing to apply to the Doctoral Program for Career Professionals from overseas should contact the Admissions Office by April 5 for Application Period I, or by September 2 for Application Period II.

B. Schedule

All times are indicated in Japan Standard Time
*Refer to this table along with "Flow chart of 2019 Academic Year Screening Process" on page 10.

	Application Period I, 2019 (for those seeking admission in September 2019 or April 2020)	Application Period II, 2019 (for those seeking admission in April 2020 or September 2020)
Admission Web Entry Period	10:00 a.m., Monday, April 15, 2019– 10:59 p.m., Wednesday, May 15, 2019	10:00 a.m., Tuesday, September 17, 2019– 10:59 p.m., Wednesday, October 9, 2019
Application Period *1	Monday, May 13, 2019– Wednesday, May 15, 2019	Monday, October 7, 2019– Wednesday, October 9, 2019
Announcement of Successful Applicants	11:00 a.m., Tuesday, July 16, 2019	11:00 a.m., Monday, December 2, 2019

*1: If applications are sent from overseas, they must arrive on or before the last day of the application period.

C. Contacting a Graduate School Committee Member before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor. Information about the Programs and graduate school committee members of each Program are listed on page 8and the following website:

https://www.sfc.keio.ac.jp/gsmg/en/education/program/
http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

If you do not know how to contact a graduate school committee member, use the contact form in the website below.

Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/

You cannot use the contact form after the day after the expiry of each application period to the day of announcement of successful applicants.

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

D. Process for Application from Overseas

1. Read the application guidebook carefully.
2. Discuss your research plan thoroughly with a graduate school committee member of the Program you wish to participate in and obtain an informal consent from them to act as their Research Supervisor. Discussion should include:
    a) Research theme
    b) Schedule for research and acquiring degree
    c) Your style of research within the Program you wish to join
    d) What would be expected of you as a Program member
3. Register on the Admission Web Entry System and submit Documents Submitted Online, and print out the Applicant Entry Form.
4. Pay the Application Fee (For further information see page 5).
5. Send the Application Documents submitted by postal mail to the Admissions Office.
    Applications that arrive after the application period will not be accepted.
    If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, DHL and they must arrive on or before the last day of the application period.
6. Print out the Examination Slip (For further information see page 6).
7. Check the results of your application screening through the Admission Web Entry System by entering your Applicant Entry ID and password.

E. Screening Method

Prior to making an application, applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain consent from them to act as the applicant's research supervisor. For applicants overseas, this discussion is conducted in writing, and applicants should keep a record of communication (preferably, a record of email communication) with the committee member as it is required for submission at the time of application.

Assessment of applicants will be based on evaluation of submitted application documents including research plan, original syllabus proposal, standardized foreign language examination result certificate and the record of communication between the applicant and the graduate school committee member who belongs to the applicants' desired Program.

An applicant's ability to perform research at the doctoral level and the likelihood of the applicant attaining a doctoral degree are assessed. The assessment also takes into account the ability of an applicant's preferred Research Supervisor to provide guidance in the applicant's field of choice.

Final selection of successful applicants will be based on approval by the Research Supervisor and the screening of the application documents (refer to the section E. Contacting a Graduate School Committee Member before Making an Application on page 32).

Inquiries regarding the content or result of the screening will not be entertained.

F．Application Documents

<Application Documents Submitted Online>

- a.   **Application Form**
- b.   **Research Plan**
- c.   **Original Syllabus Proposal**
- d.   **Two Evaluation Reports**
- e.   **Letter of Acceptance to Act as a Research Supervisor**
- f.   **Research Experience (if any)**
- g.   **Other Supporting Documents (optional)**
- h.   **Record of Communication (as detailed as possible in Japanese or English)**

<Application Documents Submitted by Postal Mail>

- i.   **Standardized Foreign Language Examination Result Certificate**
- j.   **Certificate of Completion or Statement of Expected Completion of a Master's Course**
- k.   **Academic Transcripts (one each for undergraduate and master's levels)**
- l.   **Applicant Entry Form (print out after completing documents in the Admission Web Entry System)**
- m. **Proof of Application Fee Payment**
- n.   **Address Labels (print out after completing documents in the Admission Web Entry System)**
- o.   **Submission of Documents in Certain Cases**

G. Important Points on Application Documents

For important points on the application documents a to g and i to n, refer to the section D. Details on Application Documents in XVI. Doctoral Program: Application from Within Japan.

- h.   **Record of Communication (as detailed as possible in Japanese or English)**
  Applicants must upload a record of communication between him/her and the graduate school committee member who belongs to applicants preferred Program. A record of email communication is preferred. The record should be as detailed as possible (should be a PDF file of 100MB or less), and applicants should show that they discussed their research plan with a graduate school committee member who belongs to their desired Program, and obtained an informal consent from him/her to supervise the applicant.

- o.   **Submission of Documents in Certain Cases**
  Check which documents must be submitted on table 1 and 2 in "Submission of Documents in Certain Cases" on page 11-12 and submit them.

H. Announcement of Results

Applicants can check the results of their screenings from the Admission Web Entry System by entering their Applicant Entry ID and password.

https://entry.sfc.keio.ac.jp/gao_admission/

XVIII. Doctoral Program for Career Professionals

The Doctoral Program for Career Professionals offers students the opportunity to acquire a doctoral degree while working. The program is for those who have completed a graduate school Master's Program or have graduated from an undergraduate program at a university, and have five years or more professional experience in a corporation, governmental office, research/educational institution, etc. Applicants to this program should have a specific research theme they wish to pursue.

Note: Exemption from Doctoral Degree Requirements
For those in the Career Professional Course, the course requirements "Original Syllabus Proposal," "Skill-building Courses," and "Teaching Experience" are not required. Refer to the Graduate School Guide for details.
http://www.gakuji.keio.ac.jp/sfc/gsmg/mag_guide.html

A. Eligibility Requirements

Applicants need to fulfill **at least *one*** of the following three requirements:

1. They must have completed or be scheduled to complete a master's degree course or professional degree course before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the graduate school.

2. They must have acquired or be scheduled to acquire a qualification equivalent to a master's degree or a qualification equivalent to a professional degree overseas before September 21, 2019 for September 2019 enrollment, before March 31, 2020 for April 2020 enrollment, or before September 21, 2020 for September 2020 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the graduate school.

3. They must have graduated from a university in Japan or overseas; have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the Graduate School of Media and Governance; and have been accredited by the graduate school to have equivalent or higher academic skills of master's degree holders.

Note1: Applicants who fall under category 3. must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 5 (Application Period I)/ Monday, September 2 (Application Period II) in order to be assessed for eligibility:

a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance. Applicants should state reasons why they believe they have equivalent or higher academic skills of master's degree holders. There is no designated format for this request.
b. Resume
c. University academic transcript / Certificate of Graduation
d. Letter of Acceptance to Act as a Research Supervisor (Sealed: Send a request to gao-request@sfc.keio.ac.jp to get the form)
e. List of academic and career accomplishment
f. Proof of current employment
g. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

Note 2: Those who wish to apply from overseas must contact the Admissions Office at least by Friday, April 5, 2019, for Application Period I, or by Monday, September 2, 2019, for Application Period II.

B. Schedule

Please refer to the section B. Schedule in XVI. Doctoral Program: Application from within Japan.

C. Application Documents

<Application Documents Submitted Online>

  a. Application Form
  b. Research Plan
  c. Two Evaluation Reports
  d. Letter of Acceptance to Act as a Research Supervisor
  e. Research Experience (if any)
  f. List of Career Accomplishments (in Japanese or English)
  g. Other Supporting Documents (optional)

<Application Documents Submitted by Postal Mail>

  h. Standardized Foreign Language Examination Result Certificate
  i. Certificate of Completion or Statement of Expected Completion of a Master's Course
  j. Academic Transcripts (one each for undergraduate and master's levels)
  k. Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
  l. Proof of Application Fee Payment (form attached. Refer to page 5. "IV. Application Fee.")
  m. Address Labels (Print out after completing documents in the Admission Web Entry System)
  n. Submission of Documents in Certain Cases
  o. Proof of Current Employment (in Japanese or English) (In principle, must have been issued within three months of the last day of the application period.)

D. Important Points on Application Documents

For important points on C. Application Documents: a to e, g, and h to n, refer to the section D. Details on Application Documents in XVI. Doctoral Program: Application from within Japan.

  f. **List of Career Accomplishments (in Japanese or English)**

  Applicants must submit a list on their work accomplishments. The list must contain clear and specific explanations of the applicant's most significant accomplishments beginning from earlier accomplishments to the present, on A4 size sheets of paper, any format (should be a PDF file of 100MB or less).

  o. **Proof of Current Employment (in Japanese or English) (Must have been issued within three months of the last day of the application period.)**

  Applicants must submit a proof of current employment issued by the applicants' organization or institution within three months before the application deadline. If the employment period at the current company is less than five years, applicants must add their employment experience at another company so that the added total of work experience comes to five years or more. Applicants must submit the certificates or proof of employment from both companies to the Admissions Office.

E. Contacting a Graduate School Committee Member before Making an Application

Before submitting the application, applicants are required to discuss their research plans thoroughly with the appropriate faculty member, and obtain their consent to act as their Research Supervisor. A final decision will be made after an examination of the applicant based on their application documents and interview. As part of the application, "Foreign Language Proficiency Test Results" will be one of the basis of the decision.

If you do not know the contact information of a graduate committee member, use the contact form in the website below.

Contact Form: https://vu.sfc.keio.ac.jp/contact_gao/

You cannot use the contact form after the final day of each application period until the day of announcement of successful applicants.
Refer to the website below for the contact information of each graduate committee member.
Program System: https://www.sfc.keio.ac.jp/gsmg/en/education/program/
Faculty:http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

F．Notice of Time of Interview
Please refer to the section F. Notice of Time of Interview in XVI.Doctoral Program: Application from within Japan.

G．Announcement of Results
Please refer to the section G. Announcement of Results in XVI .Doctoral Program: Application from within Japan.

XIX. Admission Registration Process

The Admission Registration Guide and admission registration forms will be sent to all successful applicants approximately one month before the admission registration period begins. Complete admission registration by following the instructions in the Admission Registration Guide.

Please note that admission registration documents will be sent to the applicant's address registered in the Admission Web Entry System, so be sure to notify the Admissions Office as outlined in the section "Reporting a Change of Address" if there are any changes in address.

A. Admission Registration Deadline

Enrolling in	Admission Registration Deadline
September 2019	Monday, September 2, 2019
April 2020	Monday, March 2 2020 (tentative)
September 2020	Tuesday, September 1, 2020 (tentative)

B. Required Documents and Process

Successful applicants will be disqualified if any part of their documents is found to be incorrect or fraudulent.

- **Pledge (誓約書) (designated University form)**
- **Name and Address Form (住所氏名台帳) (designated University form)**
- **Photocopy of Passport**
- **Photograph for Student ID Card (学生証用写真台帳) (designated University form)**
- **Certificate of Residence (住民票) for applicant**
  The Certificate of Residence must have been issued no earlier than three months prior to the admission registration deadline.
- **Certificate of Graduation and Academic Transcript**
  Successful applicants to the Master's Program who have not yet graduated from a university at the time of application should submit a certificate of graduation and academic transcript (not necessary if applicants are from Keio University). Successful applicants to the Doctoral Program who have not yet completed a Master's Program at the time of application should submit a Certificate of Completion and academic transcript (not necessary if applicants are from Keio University).
- **Academic Fees (refer to the "Academic Fees" section below)**
  Successful applicants are required to pay academic fees by following the process instructed by the university. The designated bank transfer form (授業料等振込用紙) should be used to transfer academic fees from a financial institution (excluding Japan Post Bank) in Japan into Keio University's designated account. ATMs, smartphones, personal computers, etc., should not be used to transfer money as these means may make it difficult to identify the payer.

XX. Program Academic Fees / Scholarships

A. Program Academic Fees

At present, academic fees for students enrolling in April or September 2020 have not been finalized. Applicants may refer to the table below for academic fees required for enrollment in 2019 for approximate figures.

1. Table of Academic Fees

The following table shows the academic fees required for enrollment in Academic Year 2019:

	Enrolling in April 2019		Enrolling in September 2019	
	Master's	Doctoral	Master's	Doctoral
Registration Fee	60,000	60,000	30,000	30,000
Tuition Fee	1,380,000	660,000	690,000	330,000
Materials Distribution Fee and Other Course-Related Fees	8,000	8,000	4,000	4,000
Student Health Care Mutual Aid Fee	2,600	2,600	1,350	1,350
Total (Amount for spring semester in case of installment payment) (Amount for fall semester in case of installment payment)	1,450,600 (725,350) (725,250)	730,600 (365,350) (365,250)	725,350	365,350

(in Japanese Yen)

- Academic fees, excluding the registration fee for the Student Health Care Mutual Aid Association, can be paid in one lump sum or in two installments, once each spring and fall semester (payment amounts shown in brackets). Academic fees for fall semesters should be paid by the end of October each year.
- The Student Health Care Mutual Aid Fee includes a one-time registration fee of 100 Japanese yen (JPY). Students who have completed a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, are exempt from paying the health insurance registration fee. Students, who have completed a Master's Program at Keio University and are continuing to study in the Doctoral Program within one year from the date of completion, are also exempt from paying the health insurance registration fee. Students, who have enrolled in or completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the health insurance registration fee.
- Please note that the Materials Distribution Fee and Other Course-related Fees, and the Student Health Care Mutual Aid Fee are collected by the University on behalf of other organizations and may be revised each academic year.

2. Academic Fees during Enrollment

Of the academic fees, the registration fee and tuition fee are decided every academic year according to a sliding scale in accordance with University Rules. Any increase is based upon a rise in the wages of public servants as notified in the National Personnel Authority Recommendation, and rises in the consumer price index. All students are required to pay the requisite amount of fees every year during their enrollment in Keio University.

3. Refunds

In principle, academic fees cannot be refunded. However, all fees, except the admission fee, will be refunded to those who decline the offer of admission by the specified process and by the specified date. The deadline will be specified in the Admission Registration Guide.

B. Types of Scholarships and Amount

There are various types of scholarships available to meritorious students who demonstrate high scholastic ability, individual excellence, willingness to learn and keenness to conduct research, and/or who are in need of financial

assistance. There are benefit-type scholarships that do not require repayment, and loan-type scholarships that require repayment after graduation.

Most scholarships call for applications in April and May. For details, check for announcements on the notice board located on the first floor of the A (Alpha) Building and the Keio University Scholarship Guidebook [奨学金案内 (Japanese only)] available at the Student Life Section on the first floor of the A Building.
Please note that not all applicants to scholarships are awarded.

Scholarship information is also available from the following website:
http://www.gakuji.keio.ac.jp/en/sfc/scholarship/index.html
http://www.gakuji.keio.ac.jp/en/shogaku/

Information on scholarships specifically for international students is available from the following website:
http://www.ic.keio.ac.jp/en/life/scholarship/

Scholarships Offered by the Graduate School of Media and Governance

GAO Scholarship	The GAO Scholarship is awarded by the Graduate School of Media and Governance to exceptionally meritorious students who are admitted to the Master's Program. The scholarship gives a waiver to selected students for their first year tuition and registration fees (1.43 million yen for AY 2018). The GAO Scholarship may continue to be offered for up to two years (minimum term of study) until the completion of the coursework if the scholarship recipient maintains an excellent academic record and fulfills the requirements for the following year. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.
Keio Research Encourageme nt Scholarship	The Keio Research Encouragement Scholarship is awarded to the students who have a high degree of research motivation and expected to achieve outstanding research in the future. The amount of this scholarship is 300,000 yen/year. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.

Screening for the GAO Scholarship and the Keio Research Encouragement Scholarship involves selection based on application documents.

C. Making Gifts to Keio

Though not a requirement, gift-giving is a way to participate in further enriching the educational environment at Keio. Details (in Japanese only) on these gift-giving opportunities will be sent to applicants who have completed enrollment process.

The Keio Fund (bonds)
One unit: 100,000 Japanese yen (JPY)
It is kindly requested that, when possible, individuals make donations of three units or more.

The donated amount will be reimbursed upon completion of the graduate course or when leaving Keio University.

The Keio Education Promotion Fund
One unit: 30,000 Japanese yen (JPY)
It is kindly requested that, when possible, individuals make donations of two units or more yearly while enrolled at Keio University to further enhance its educational and research environments.

XXI. Campus Map
Please refer to the below website.
https://www.sfc.keio.ac.jp/en/maps.html